

CHILD DEVELOPMENT SERVICES EMPLOYEE STATEMENT OF UNDERSTANDING
(USAREUR Reg 608-20)

As a child care giver at the child development center, I understand it is my responsibility to ensure the health, safety, and general well-being of children. It is also my responsibility to follow all rules and regulations of the CDC.

I understand that:

- ☐ I must obtain a medical assessment and a yearly update.
- ☐ I must complete a first aid training course and keep my certificate current.
- ☐ I will attend mandatory staff and training sessions.
- ☐ I will arrive promptly for scheduled shifts.
- ☐ I must complete assignments related to my job description including cleaning the area, preparing food, and changing diapers.
- ☐ I will interact positively with children and give them my full attention at all times.
- ☐ I will notify my supervisor immediately if I observe any unusual circumstance such as evidence of illness or injury, prolonged crying or emotional upset, overly aggressive or passive behavior, or signs of abuse or neglect.
- ☐ I will fill out a complete accident report for injuries occurring to the children in my care.
- ☐ I will ensure that children are returned to parents clean and tidy at departure time.
- ☐ I will be familiar with CDC emergency procedures.
- ☐ I must ensure mealtime is a pleasant experience.
- ☐ I will be polite and responsive to parents.

I also understand that:

- ☐ I must never leave children unattended.
- ☐ I will never physically punish children.
- ☐ I will never use harsh, loud, or abusive language in front of children or parents.
- ☐ I will never prop bottles for infants - I will hold babies during bottle feeding.

I have discussed this statement with my supervisor and have received a copy for my own records. I have read the privacy act statement and signed the privacy act statement on AE Form 608-20C-R.

Employee signature	Position title	Date
Supervisor signature	Position title	Date